

# Vacancy Announcement



U.S. Embassy Iraq

**ANNOUNCEMENT  
NUMBER: 11-80**

**SUBJECT:  
Economic Assistant-Telecom & Transport,  
LES-8**

**DATE: 05-03-11**

**OPEN TO:** All Interested Candidates/All Sources

**FROM:** Human Resources Office

**POSITION:** Economic Assistant- Telecom &Transport, FSN-8; FP-6\*

**OPENING DATE:** May 3, 2010

**CLOSING DATE:** May 17, 2010

**WORK HOURS:** Full time: 40 hours/week

**SALARY:** \*Ordinarily Resident (OR): 26,735 USD p.a. (Starting Basic salary)  
(Position Grade: FSN-8)

\*Not-Ordinarily Resident (NOR): 44,737 USD p.a. (Starting Basic salary)  
(Position Grade: FP-6)

**ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK  
AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Baghdad is seeking an individual to fill the position of **Economic Assistant - Transport & Telecom** in the **Economic Section**.

## **BASIC FUNCTION OF THE POSITION**

To assist the Economic Growth Team on issues related to telecommunications infrastructure, legislation and regulatory environment, frequency and spectrum allocation as well as civil aviation (air safety, international agreements, regulatory issues), seaports (ISPS compliance), road and rail infrastructure, cross-border demand for passengers and cargo, and trends in trade and tourism including Shi'a pilgrim visitors..

## QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Bachelor's Degree in economy or related field is required.
1. One year in Economic background in public sector or private business in telecommunications or transportation is required.
2. English Speaking/Reading/Writing Level III (Good Working Knowledge) and Arabic Speaking/Reading/Writing Level IV (Fluent) is required. **Language proficiency will be tested.**
3. Knowledge of Iraqi society, economic structures, institutions, historical influences and trends is required.
4. Familiarity with and ability to conduct research on telecommunications, transportation, and related infrastructure issues is required.
5. Computer skills in Word, Excel, PowerPoint, and translation software and ability to type 35 words per minute in English and 20 wpm in Arabic. **Computer will be tested.**

## SELECTION PROCESS

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

## ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

## TO APPLY:

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); **or**
2. A current resume or curriculum vitae that provides the same information found on the UAE (see *Appendix B*); **or**
3. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **plus**
4. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

## SUBMIT APPLICATION TO

Interested applicants may apply for this position by filling out the DS 174-Universal Application for Employment form and emailing it to [BaghdadHR@state.gov](mailto:BaghdadHR@state.gov).

To view the DS 174-Universal Application for Employment form (UAE) & application instructions, please click on below:

<http://iraq.usembassy.gov/iraq/jobs.html>

**E-mails received without the appropriate subject line will not be considered. Your e-mail must states the vacancy title and vacancy announcement number in the subject line, example: (11-80 Economic Assistant - Transport & Telecom).**

The Universal Application form is also available at the US Embassy Baghdad internet: <http://iraq.usembassy.gov/iraq/jobs.html>

## CLOSING DATE FOR THIS POSITION: MAY 17, 2011

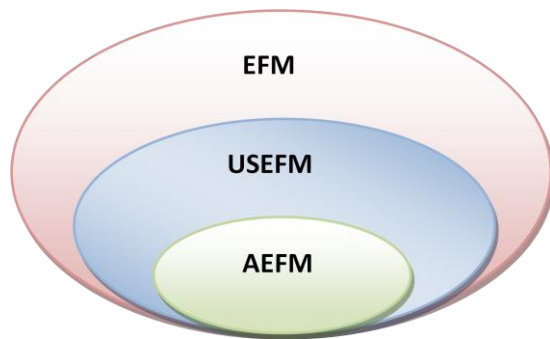
The US Mission in Baghdad provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Approved: HRO/WG  
Cleared: ECON/EL  
Drafted: HRA/HS

## Appendix A

### DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a US-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM):** An individual related to a US Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in 3 FAM 1610);
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **US Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
  1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
  2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

4. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. **Ordinarily Resident (OR)** – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).

## Appendix B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

**Failure to do so will result in an incomplete application.**

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (*Yes or No*; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (*Yes or No*)
- J. Special Accommodations the Mission needs to provide (*Yes or No*; if yes, provide explanation)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References

# ***Vacancy Announcement***

**U.S. Embassy, Iraq**



<b>Announcement Number: 11-80</b>	<b>SUBJECT:</b> <b>Economic Assistant- Telecom &amp; Transport, FSN 8</b>  <b>Major duties and Responsibilities</b>	<b>Opening Date:05-03-11</b>  <b>Closing Date: 05-17-11</b>
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## **30% of time**

- Monitoring developments in key issue areas, research as appropriate, inform supervisors of upcoming issues and events of relevance including legislation, regulatory changes, conferences, significant private sector economic activity including new or proposed investment.

## **30% of time**

- Making and maintaining contacts in key government ministries, Council of Representatives and private sector organizations as well as potential investors and business chambers. Making appointments, accompanying to and following up on official meetings, taking notes and writing reports as appropriate. Inform supervisors of changes or developments regarding key economic decision-makers.

## **20 % of time**

- Support for relevant Working Groups (Telecommunications, Transportation,) under the Strategic Framework Agreement “Technology and Services” Joint Coordination Committee. This includes following up with relevant counterparts in the Government of Iraq on action items.

## **10% of time**

- Perform verbal translation for meetings, conferences and other settings as needed. Written translation from English to Arabic and Arabic to English as needed, using Microsoft Word, Excel and translation software as appropriate.

## **10% of time**

- Assist in management of official visits. Support logistical, translation, representational events, scheduling and other requirements for visits and conferences in coordination with relevant offices in protocol, security, GSO, etc.